

Job

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Interview

Tips

Before the Interview:

- ☐ Learn all you can about the company.
- ☐ Have specific job or jobs in mind.
- ☐ Complete Pocket Resume'.
- ☐ Mentally review your qualifications for job.
- ☐ Practice answering questions about yourself.
- ☐ Ask for location, directions, start time, and expected duration of interview, as well as parking guidelines.
- ☐ Drive by location of building the day before.
- ☐ Ask interviewer's name, title, and role with company.

During Tests:

- ☐ Listen to instructions.
- ☐ Read each question thoroughly.
- ☐ Write legibly.
- ☐ Don't dwell too long on one question.
- ☐ If unsure, stay with your first answer.

During the Interview:

- ☐ Go alone.
- ☐ Be clean and well groomed.
- ☐ Dress appropriately, neatly, and conservatively.
- ☐ Be prompt.
- ☐ Do not smoke or chew gum.
- ☐ Answer questions directly and truthfully.
- ☐ Use good manners.
- ☐ Use proper grammar and good diction.
- ☐ Be enthusiastic.
- ☐ Listen, maintain eye contact, and ask questions.
- ☐ Thank the interviewer.

Check with your local workforce center for employment opportunities.

04/05

My Mini Resume'

Employers often ask for this information at a job interview. Fill in this resume' ahead of time and take it with you as a reference. Add additional sheets if necessary.

Social Security Number _____

Driver's License Number _____

Emergency Contact Person _____

Phone Number _____

◆ Education ◆

School _____ Course/Subject _____

Address _____

Course/Subject _____ Degree Date _____

School _____ Course/Subject _____

Address _____

Course/Subject _____ Degree Date _____

Honors _____

Activities (clubs, offices, sports, etc.) _____

◆ Previous Employment ◆

(Summer and part-time jobs too)

Employer _____

Address _____

Job Title _____

Dates (from) _____ (to) _____ Salary \$ _____

___ Hr.
___ Wk.
___ Mo.
___ Yr.

Employer _____

Address _____

Job Title _____

Dates (from) _____ (to) _____ Salary \$ _____

___ Hr.
___ Wk.
___ Mo.
___ Yr.

Hobbies or Special Interests _____

Special Skills _____

◆ References ◆

Name _____ Phone number _____

Address _____

Name _____ Phone number _____

Address _____

(Get permission before using names)